



LAST PAYCHECK AGREEMENT

I, _____, after being fully advised and explained the terms and conditions of employment policies at European Service at Home Inc., have read, understood and agreed to the following:

1. My employment at European Service at Home Inc. will start on _____.
2. I will receive my first paycheck on _____, thereby allowing European Service at Home Inc. to withhold my salary for the period of two (2) weeks from the date of my employment.
3. Starting _____, I will receive paycheck every two (2) weeks for the previous two (2) weeks of my employment at the address that I provide to European Service at Home Inc. upon hiring.
4. This is my sole responsibility to notify European Service at Home Inc. of any address changes and I will hold harmless my employer, European Service at Home Inc., if my paycheck will not arrive on time or will be lost or stolen because of my failure to keep the records current.
5. Considering the nature of my employment, the term “employment” means **actual hours** that I am scheduled and worked carrying for European Service at Home Inc. clients.
6. Any time that I was scheduled to work but missed due to personal reasons is not considered as “employment,” thereby allowing my employer, European Service at Home Inc., to keep my paycheck until I satisfy the scheduled work time for the period of two (2) weeks prior to receiving my next paycheck.
7. If I decide not to comply with paragraph five (5) of this agreement or decide to leave European Service at Home Inc. voluntarily and on my own recognizance, I will notify my employer in writing of such intentions on my part.
8. Upon such written notice, I shall sign an **Affidavit of Voluntarily Leave** and European Service at Home Inc. shall forward my last paycheck to my last known address within three (3) days after the date on the said Affidavit.
9. Should I fail to provide a two (2) week written notice, or refuse to sign an Affidavit of Voluntarily Leave, such failure and refusal will constitute a breach of this agreement and European Service at Home Inc. reserves the right to keep my last paycheck until I submit my request to terminate my employment.

10. In any event, I reserve the right to pick up the last paycheck in person. If I decide to pick up the last paycheck in person and without two (2) weeks written notice of work termination, I shall contact and schedule an appointment with a supervisor from European Service at Home Inc. not less than three (3) days prior to such appointment and upon signing an Affidavit of Voluntarily Leave shall receive the check.

This agreement, shall supersede, replace and take precedence over any prior agreement of agreements of similar character between the parties hereto.

It is expressly understood and agreed between the parties hereto that no verbal agreements, understandings or agreements of any kind or character inconsistent herewith have been or any entered into, and that all arrangements and agreements between the parties hereto are incorporated in this agreement and that this agreement, and all provisions contained herein, shall be according to the laws of the State of Illinois.

PRINT NAME: _____ DATE: _____

EMPLOYEE

LEGAL SIGNATURE: _____